

Chief, Services Branch
Attention: Supply Division

19 November 1948

Chief, Fiscal Division

1. Reference is made to Purchase Order No. 48-7528-1 issued in favor of Addressograph-Multigraph Corp., in the total amount of \$209.18. This order was placed for addressograph frames and other items to be used with the new addressograph machine recently procured.

2. As you will no doubt recall when the machine was delivered and the old machine was removed from the premises of the Central Building, the Addressograph Company had not supplied the frames to place the new machine into use. Arrangements were made at that time with Mr. Conway (Addressograph representative) for a loan of 2000, style 8 single addressograph frames, with the understanding that when delivery was completed on Purchase Order No. 48-7528-1 the borrowed frames would be returned. The Addressograph Company failed to follow-through with the transaction as originally agreed and have presented a billing in such a manner that it will be unnecessary to return the 2000 frames. However, the receiving information shows that there are still 2000 frames due on the purchase order cited above.

3. In view of the above, it is desired to advise that all items listed on this particular order have been furnished, with the understanding that it is unnecessary to return the 2000 frames secured on a loan basis.

4. It will be appreciated if this document is used as a basis for clearing the applicable receiving report to permit payment of the vendor's account A23-1326.

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